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TEIS Policy Manual Memorandum # 06-006

DATE: November 27, 2006

TO: TEIS Project Coordinators; Principal Investigators; Contract Coordinators

FROM: Jamie Thomas Kilpatrick, Director
Office of Early Childhood Programs, Division of Special Education

CC: Joseph E. Fisher, Assistant Commissioner

RE: TEIS Targeted Case Management (Service Coordination) Parameters for monthly Medicaid reimbursement via the Dept. of Children's Services and TennCare:

An interagency contract between the TN Department of Education and the TN Department of Children's Services has been submitted as of September 1, 2006

In the scope of services of this contract, monthly reimbursement for TennCare-eligible infants and toddlers enrolled in TEIS requires:

A monthly face to face contact with documentation of the child's name, social security number, date of FTF contact and a "Y" (indicating "Yes") as to a signed consent for release of billing information to DCS/TennCare.

In order to provide equity to **all** enrolled TEIS infants and toddlers, regardless of Tenn-Care eligibility, **ALL** enrolled infants and toddlers are now seen for a monthly face to face contact.

"Face to Face" means: the Service Coordinator is able to look at the child in various types of settings for a meaningful contact related to the IFSP. The length of time in the presence of the child and caregiver and/or provider should **never be less than 15 minutes**.

Individual Face to Face Contact Types include:

- Intake
- Family Assessment
- Evaluation
- Screening
- IFSP Meetings
- Transition Meetings
- IEP Meeting Attendance
- Provider Session Attendance

Face to Face Settings Include:

- At the child's usual place of residence : this location could be either permanent or temporary (ex: foster care vs. family home)
- At the child's clinic/therapeutic setting (ex: speech therapy appointment)

- At the child's day care or any other natural environment including parks, playgrounds, libraries, community agencies, etc.
- In the TEIS office or other meeting place accessible to the child/caregiver

Group Face to Face Contact Settings:

- Group contacts with more than one child at one visit are also reimbursable as long as each child is observed and that notes and collateral conversations are related to each child's IFSP; in other words, in the space of one hour/one visit, each child contact is reimbursable within that hour.

IFSP/Review/Transition Planning Conference/Initial IEP Meetings:

When the child's family can bring the child to an IFSP and/or review meeting, the face to face contact is fulfilled. However, when **a medically fragile child** is not available to attend these meetings, the presence of the caregiver(s) is acceptable and is an exception to the face to face contact requirement of being in the presence of the child. The reasons for the absence of the child at the meeting must be documented in the service notes.

Documentation for Face to Face contacts:

The child's name, social security number, date of the contact, and the Y (Yes) for consent is recorded by each TEIS district office and sent electronically to the Data Coordinator at East Tennessee State University for the total state tally **by the last Thursday of each month.**

The DOE Contract Manager transfers this monthly data to TN Kids/ Medicaid for reimbursement for the previous month. This data transfer is password protected and parents need to know that this child information is for billing purposes **only.**

Performance Measure: Monthly Targeted Case Management (TCM) reports will be incorporated in the Scope of Services of all TEIS District Contracts in Section A-2 (Data Collection/Reporting); those reports that are past the deadline or with incomplete data may cause the TEIS District to be at risk for financial sanctions in the amount of lost revenues for that reporting month.